

The following is a list of policies and procedures that must be followed when planning a future ACM Celebration of Women in Computing: womENCourage

1. ACM has a very clear code of ethics/conduct (<https://www.acm.org/code-of-ethics>) It is a requirement of all ACM conferences that the code of conduct is brought to the attention of all attendees and that the code of ethics/conduct is enforced.
2. It is important that particular attention is paid to Data Protection laws when collecting, storing or processing personal information. ACM policies on personal privacy is detailed here. <https://www.acm.org/privacy-policy> and the EU protection law https://ec.europa.eu/info/law/law-topic/data-protection/data-protection-eu_en.
3. "ACM Celebration of Women in Computing: womENCourage" is a recognized ACM brand, the publicity chair for the event shall review and proof all publications for the event. The branding guidelines must be followed as specified <https://www.acm.org/media-center>. womENCourage will be written with the EN uppercase and followed by the year of the event, for example womENCourage 2019. The logo must have the womENCourage brand clearly displayed with solid background.
4. ACM uses Google Drive for all internal communication and documentation. The womENCourage Organizing Committee will be assigned a space on the ACM Google drive for womENCourage event organisation and is expected to store all the documents pertaining to the event in the Drive.
5. ACM makes use of Listserv for email lists. The chair will be responsible for adding all committee members to the email list WOMENCOURAGE@LISTSERV.ACM.ORG. The listserv email should be used to make sure that the entire committee is informed and that clear communication is happening between the committee members. Additionally, members of the committee are encouraged to respond to emails within 24 hours, as well as to inform the committee if they are out of office for extended periods of time. There will be separate Listserv addresses for supporters, posters, scholarships, registrations, etc.
6. The Organizing Committee is required to hold regularly scheduled meetings to which the Steering Committee will be invited. Meeting agenda and minutes will be stored on the Google Drive. Deciding on a specific day and time of a specific week of each month is a good practice that works well when decided together.
7. The Organizing Committee is required to create a detailed schedule of activities and milestones, and shall provide a monthly report on the status of the womENCourage preparation with the reference to the implementation plan.
8. The Organizing Committee is responsible for raising funds and needs to mobilize all its members to solicit funds from local, national, and international organizations, in order to secure sufficient funds to cover the costs of hosting the event, scholarships for students, and expenses for invited speakers and event volunteers.
9. The Steering committee will hold a site visit to review the plan for the event and view the venue that it will be suitable for the event. This visit will be set as soon as possible and will be attended by as many committee members as is possible.

For further information please contact ACMWE_SC@LISTSERV.ACM.ORG